

# Facilitators Chat Sheet

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<http://www.azdot.gov/ccpartnerships/Partnering>

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## **PEP Reports**

The following is one example of how to explain the value of Summary Reports at a workshop or class:

*Think about being in school. What would your reaction be if you did not receive a report card indicating your progress or where improvement was needed? How would you know, without a doubt, you were succeeding or failing?*

What would your reaction be if you never saw a report card (throughout the school year) of your child's progress and at the end of the year your child was not promoted into the next grade? What questions would you be asking the teacher/school?

The PEP Summary Reports are very much like a report card. You see where action needs to be taken and you see where the team is excelling.

The Partnering Office has heard some pretty interesting responses when asking Partnership Team Members about Summary Reports:

"I didn't know we could see the reports online"

"I didn't know we could get the reports"

"I don't know what happens with the ratings, I never hear anything about them once I fill out my form"

"We don't use the reports in our meetings"

"Those are reports for Management and the Partnering Office"

The Summary Reports are used for and by the Partnership. Summary Reports are a TOOL to be used for addressing issues before they get out of control. Summary Reports are a TOOL to be used to congratulate the team and foster team work.

How many variations of Summary Reports are available in PEP? Don't know the answer? You'll be asked this question again during our **May 16<sup>th</sup>** meeting with Consultants and again **May 22<sup>nd</sup>** during the APFN meeting. Find out by going into PEP and viewing/running reports, you'll be surprised at how you can "slice and dice" the data!

For more information or a training class, contact Cynthia Douglas at 602-712-7167.

## **Workshop Reminders**

- ◆ DO get an approved Purchase Order from the Partnering Office prior to any work on a project. Reminder: Follow-up time is not automatically included in your new contracts. The project team must contact our office first.
- ◆ DO make sure that your personal templates do not carry over any old information from the previous NFS or invoice submitted.
- ◆ Due to our accounting system, any necessary corrections will result in a delay in the purchase order and/or payment.
- ◆ DO have written reports to the Partnering Office within three days from the date of service. In some circumstances the contactor may be provided five days with prior approval from the Partnering Office. Please review your new contract for details regarding timelines.
- ◆ DO include at a minimum the following on your invoice:

1. purchase order number	4. total amount due
2. invoice number	5. vendor name
3. invoice date	6. itemized charges (meals, hotel, etc.)

For assistance with your workshop materials please call Ermalinda Gene or Michael Carter at 602-712-8365 or 8957.

## **ADOT Acronyms** – You'll see these in our printed ADOT materials!

<b>BLM</b>	Bureau of Land Management	<b>GOHS</b>	Governor's Office of Highway Safety
<b>CCP</b>	Communications and Community Partnerships	<b>HURF</b>	Highway Users Revenue Fund
<b>DBE</b>	Disadvantaged Business Enterprise	<b>ICE</b>	Institution of Civil Engineers
<b>DE</b>	District Engineer	<b>JLBC</b>	Joint Legislative Budget Committee
<b>FHWA</b>	Federal Highway Administration	<b>LTAP</b>	Local Technical Assistance Program

## **CCP News**

Matt Burdick has been appointed to the Acting Director of Communication and Community Partnerships, after Shannon Scutari (formerly Wilhelmsen) was appointed to the Governors Office in December. Sally Stewart the Public Involvement Director will become the Deputy Director of CCP.

## **Education and Events**

### **Consultant Classes**

Mandatory classes for consultants are Introduction to Partnering and Conducting a Partnering Workshop. Before you can begin to facilitate workshops for the Partnering Office you must complete both classes. The next Intro class is on March 14, 2007 at HRDC from 8:00 – 12:00 and is \$50.00 per person. The next Conducting class is April 18 and 19, 2007 from 8:00- 4:30 and is \$200.00 per person. Plus each consultant must attend a Partnering Construction Workshop and co-facilitate a workshop. Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat.

### **Upcoming Events**

#### **The Arizona Tribal Transportation Forum, “Launching Your Transportation Project”**

March 8, 2007 from 7:00- 4:30 at HRDC

1130 N. 22<sup>nd</sup> Ave, Phx. AZ 85019

\$25.00 registration fee in cash for this event, online registration available at [www.aztribaltransportation.com](http://www.aztribaltransportation.com)

Contact Ermalinda Gene for information at 602-712-8365

#### **Partnering Advisory Committee meeting (PAC) Quarterly Meeting**

March 14, 2007 starting at 9:00-12:00 at HRDC

1130 N. 22<sup>nd</sup> Ave, Phx. AZ 85019

Contact Michelle Fink for information at 602-712-8224

#### **56<sup>th</sup> Annual Arizona Conference on Roads & Streets**

April 4, 5, and 6, 2007 in Tucson

Westin La Paloma Resort, 3800 E. Sunrise Dr, Tucson, AZ.

Website information can be accessed at [www.acecaz.org](http://www.acecaz.org)

**The Consultant Meeting** will be held on **May 16, 2007**, from 9:00 to 3:00 at HRDC.

**ADOT Partnering Facilitator's Network (APFN)** meeting will be held on **May 22, 2007**, from 10:00 to 2:00 at HRDC.

Partnering Consultant/Facilitator – Your feedback is important to us. *Feedback related to the Chat Sheet can be emailed to [mfink@azdot.gov](mailto:mfink@azdot.gov)*

## Facilitator Information

Arizona is the fastest growing state in the nation, making our transportation system even more important to our future development. Governor Napolitano, the State Legislature and ADOT have initiated the STAN project for highway construction projects. This information can be shared at your classes, workshops and networking meetings.

## Statewide Transportation Acceleration Needs (STAN)

- Coordination of transportation and land use planning
- Coordination among all levels of government and all stakeholders
- Mechanism needed to preserve right-of-way (public and private lands)
- Appropriated by Legislature from budget surplus
- Allocation formula based on population
- \$307 million to accelerate highway projects
- \$184 million to Maricopa County
- \$49 million to Pima County
- \$74 million to rest of Arizona
- Planning organizations and councils of governments will submit projects
- Arizona State Transportation Board will select projects to be funded

## STAN Projects in Phoenix

